

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**July 2, 2008**

5 Page Document

---

<b>TITLE:</b>	Division Administrator
<b>POSITION NO:</b>	31001
<b>LOCATION:</b>	Addictive & Mental Disorders Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 8
<b>STARTING SALARY:</b>	\$67,520 - \$82,524 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 17, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Working hours frequently exceed normal eight-hour workdays and occasional travel may be required. The incumbent is expected to interact daily with a wide range of agencies and individuals including legislators, Governor's office, consumers, providers, federal funding agencies, advocates, surveyors, professional staff, legal staff, and other department staff.

The names of applicants for this position are subject to public disclosure.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This executive position is responsible for providing leadership and direction to division staff. Specific duties include determining work operations and initiating adjustments as needed; writing and monitoring division strategic plan; representing the division and department before

legislative committees; assuring appropriate management of the division budgets; maintaining oversight responsibility and final signatory for the administration of over 200 contracts; making decisions in the appeals process for employees or clients; meeting with advisory councils, consumer groups, or other groups related to activities of the division; guiding the development of program goals and plans and evaluating results; and supervising and providing oversight, direction, consultation, and assignment of duties to seven staff. In addition, this position is responsible for the indirect supervision of almost 600 employees, including three facility administrators.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of principles, methods, and theories of treatment for mental and addictive disorders; federal/state regulations governing program activities; general management techniques; federal/state budget process; program development and evaluation techniques; concepts and practices of personnel management and supervision, establishment of measurable goals and objectives; and the use of management information systems.

Skills: Skill in oral and written communication; interpersonal communication; time management; conflict resolution; and helping staff develop their full potential.

Abilities: Ability to effectively communicate complex and often controversial issues; provide organizational leadership; recognize opportunities for program improvement and develop effective strategies for implementing program change; and establish and maintain effective working relationships.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in human services, business administration, or public administration **AND** six years of progressively responsible experience, to include four years of supervisory experience working in human services related activities. Equivalent combinations of education and experience may be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Division Administrator

Position: #31001

Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

**NOTE:** Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume. **Please limit answers to one page per question.**

1. This position provides leadership to a large, complex division and requires extensive experience managing a very significant budget and large number of staff, including medical professionals. Please describe your professional experience pertaining to management, staff supervision, and program administration.
2. Please describe your experience and expertise regarding addictive and mental health programs. Include your level of success with communicating controversial issues to constituents and the general public.
3. Please describe your experience in the public policy arena including any state or federal legislative experience.